

REGULATIONS FOR SPECIAL STUDENT FACILITIES

for HAN University of Applied Sciences

<i>Subject</i>	<i>Regulations for Special Student Facilities</i>	<i>Part of the Student Charter</i>
<i>Executive Board decision no.</i>	2021/1858	
<i>Adopted on</i>	8-6-2021	

Article 1 Special facilities for all students

1. HAN students have the right to student facilities, such as student supervision from a study coach, student counsellor and student psychologist. The available facilities can be found on Insite, see [Students \(han.nl\)](https://www1.han.nl/insite/studenten/panelnav.xml/hulp-ondersteuning-training/)¹.
2. HAN students may use the University Library at Radboud University Nijmegen.
3. HAN students can purchase a sports card that gives them access to the facilities at Seneca (the HAN expertise centre for sports and health), the sports venues in Arnhem or the sports facilities at Radboud University Nijmegen.

Article 2 Facilities for students with a disability

1. Students who need support because of a chronic illness or disability are entitled to support and facilities.
2. The objective of the support for studying with a disability is threefold:
 - a. optimise access to education;
 - b. limit study delays; and
 - c. use resources efficiently and effectively.
3. Students with a disability use the regular HAN coaching system for students. This means the study coach is also the first point of contact for students with a disability.
4. All students who apply to HAN receive an email containing information about registering a disability. If prospective students expect their disability to affect their studies, they can request an intake interview. This intake is generally held with the study coach or senior study coach. The interview can take place before the degree course starts. An agreement can also be made to have the intake interview at the start of the degree course. This interview does not in any way affect an applicant's right to enrol.
5. The purpose of the interview is to:
 - a. Assess the obstacles that the student or prospective student has encountered in their education to date. If possible, the prospective student should bring files from their previous education to the meeting.
 - b. Give the student a clear picture of the nature of the degree course they have chosen and the options the student can expect in terms of support.
 - c. Give the degree course a clear picture of the effect the disability may have on the student's studies.
 - d. Give a clear picture of the options for the student and the degree course regarding the student's study pathway, the facilities required, the internship and the job perspectives (i.e. intake, transfer and graduation) and make agreements.
6. The procedure after the interview is as follows:
 - a. If a student requests non-standard facilities, the study coach or senior study coach sends the student's request to the dean for approval on the student's behalf. If the request relates

¹ <https://www1.han.nl/insite/studenten/panelnav.xml/hulp-ondersteuning-training/>

- to examination and final assessment, the study coach sends the request to the board of examiners. The dean and/or board of examiners make a written decision regarding the student's request.
- b. If the student's request is granted, the study coach records this in a contract or report. The student receives a copy of this.
 - c. The student and the study coach meet once a year to discuss whether the facilities are still suitable. If needed, adjustments can be made. The student may also request a meeting at an earlier time.
7. Students who acquire a disability during their studies or students with a disability who have not previously registered their disability can make an appointment with the study coach. The interview determines which facilities the student deems necessary and suitable for creating a feasible study programme. The meeting follows the same format as the intake interview.
 8. Students who as a result of their disability are unable to pass the final bachelor assessment of their degree course in the performance-related grant period may apply for a year's extension for that grant, in accordance with article 5.2b of the Student Finance Act 2000. If they are also unable to pass the final bachelor assessment of their degree course within the extended grant period referred to in the previous sentence, they can apply to the HAN Financial Support Fund for financial support.

Article 3 Facilities for refugee students and other students with a language limitation

1. In addition to general facilities, refugee students and students with a language limitation are entitled to the support and facilities outlined in paragraph 6 of this article.
2. A student is considered a refugee student if they meet all of the following criteria:
 - the student has a refugee status, which forms the basis for an ongoing or completed asylum procedure; and
 - the student has undertaken prior education (secondary school) abroad in a foreign language; and
 - the student has a diploma that was awarded in a country other than the Netherlands that allowed them to be admitted to the HAN degree course based on (Nuffic) credential valuation *and* the student has passed the NT2 state exam, programme II, or the HAN degree course's own NT2 B2 test, or the student has been admitted to the HAN degree course based on a 21+ exam and has passed the NT2 state exam, programme II, or the HAN degree course's own NT2 B2 test.
3. A student is considered a student with a language limitation if they meet all of the following criteria:
 - the student recently arrived in the Netherlands for reasons other than asylum; and
 - Dutch is not their native language; and
 - the student has earned a diploma in a country other than the Netherlands that grants access to a HAN degree course, or the student has completed prior education in the Netherlands but has been living in the Netherlands for less than 3 years.
4. A student as referred to in paragraphs 2 and 3 of this article who wishes to make use of the support and facilities can contact the student counsellor.
5. The student counsellor determines whether the student meets the criteria in paragraphs 2 or 3 of this article and provides the student with a declaration of language limitation.
6. Students with a declaration of language limitation are entitled to:
 - 25% extra exam time and the use of (unmarked) bilingual dictionaries from Dutch into another language or vice versa during exams in their first two years of study (in total) in a Dutch-taught degree course at a university of applied sciences;
 - free use of language support for Dutch at C1 level from De Taalkamer at HAN Study Success;
 - free use of training for personal development and study skills, such as that offered by HAN Study Success – training and coaching.
7. Students as referred to in paragraph 2 of this article are entitled to information, advice and support from the student counsellor in their first year of study.

Article 4 Facilities for students with a sports career (elite sport)

1. Paragraphs 2 to 10 of this article apply to:

- a. HAN students with elite athlete or talent status, as recognised by the Nederlands Olympisch Comité * Nederlandse Sport Federatie (NOC*NSF);
 - b. HAN students regarded as elite athletes by the HAN elite sport coordinator².
2. A student as referred to in paragraph 1 of this article who wishes to use the facilities specified in paragraph 5 can contact the HAN elite sport coordinator.
3. The student who is considered a HAN elite athlete as referred to in paragraph 1 of this article receives a HAN elite athlete declaration and information about the elite athlete scheme from the HAN elite sport coordinator.
4. If a student as referred to in paragraph 1 of this article is eligible for facilities provided by NOC*NSF and/or their own sports association, the student must first use those facilities before using the HAN facilities as referred to in paragraph 5c of this article.
5. The following provisions apply to students as referred to in paragraph 1 of this article:
 - a. Schools have the obligation to make every reasonable effort to offer flexible education, including personalised agreements between the HAN elite athlete and the relevant degree course. Arrangements that can be made are: timetables suited to training times, spacing or rescheduling exams or exam venues during competitions and training camps, where possible alternative assignments if the student is absent from mandatory lectures, facilities for distance education (e.g. recordings of lectures), tutorials/lectures with other groups, etc. Students may submit a request to the board of examiners for a different exam format or for exams to be administered digitally.
 - b. Students meet with the HAN elite sport coordinator once a year and have the opportunity to participate in a number of training sessions about balancing their sports career with their studies.
 - c. Students who are unable to pass the final assessment of their degree course within the performance-related grant period can apply for financial support from the HAN Financial Support Fund. They can apply through the student counsellor.
 - d. Students have free use of the fitness facilities offered by the Seneca Sports Medical Centre at the Kapittelweg in Nijmegen. They can request access through the HAN elite sport coordinator.
6. All actions resulting from the implementation of paragraph 5 of this article fall under the responsibility of the relevant degree course and are therefore primarily the responsibility of the student's study coach or senior study coach. If a student requests non-standard facilities, the study coach or senior study coach sends the student's request to the dean for approval, or if the request relates to examinations and final assessment, to the board of examiners. The dean and/or board of examiners make a written decision regarding the student's request.
7. Each year, the HAN elite sport coordinator determines whether the student still qualifies for the status of elite athlete. The student takes the initiative for these meetings. The HAN elite athlete declaration is valid for one academic year.
8. In the case of problems stemming from the elite sport, the degree course and/or student can contact the HAN elite sport coordinator.
9. If desired, a meeting can be held between the HAN elite sport coordinator, student and study coach or senior study coach about structuring the degree course in harmony with the practice of elite sport.
10. A student who uses the provisions described in paragraph 5 of this article agrees to be available for promotional HAN activities at least once a year. The exact nature of those activities will be decided in consultation with the student and the HAN elite sport coordinator. The HAN elite sport coordinator may mediate between the requesting party and the student and offer advice on relevant promotional matters.

Article 5 Facilities for students with a top enterprise

1. HAN has a top entrepreneurs scheme for students who have been awarded the status of 'top entrepreneur' by the Top Enterprise Committee.
2. A student who wishes to use the facilities specified in paragraph 6 of this article can contact the HAN top entrepreneurs coordinator.

²The HAN elite sport coordinator falls under the HAN Elite Sport Academy. The HAN Elite Sport Academy works closely with Topsport Gelderland, which has been appointed by the NOC*NSF to coach and support elite athletes and talented athletes with a recognised NOC*NSF status. Topsport Gelderland provides support in determining whether a student studying at HAN is eligible for the HAN elite athletes scheme.

3. Top entrepreneur status is available to students who have applied for HAN coaching for starting entrepreneurs with the HAN Centre for Entrepreneurship and who meet the following criteria and submit the necessary documents. See [Students \(han.nl\)](https://www1.han.nl/insite/studenten/panelnav.xml/hulp-ondersteuning-training/)³ ::
 - a. registration with the Chamber of Commerce;
 - b. a VAT number or other proof of registration with the Tax and Customs Administration;
 - c. if applicable (depending on the legal form), the articles of association for the enterprise in the form of a notarial deed or the contracts for the establishment of the enterprise;
 - d. the enterprise must have existed for at least 12 months (subject to proof);
 - e. a solid business plan; and
 - f. an existing customer portfolio consisting of at least three paying customers or, in the case of product development, the presence of investments or credit facilities of at least € 2,500.00.
4. The student with top entrepreneur status receives a HAN top entrepreneur declaration and information about the top entrepreneur scheme from the top entrepreneur coordinator.
5. If a student with a top entrepreneur status earns income from their enterprise, they must first draw upon this income before appealing to HAN facilities as referred to in paragraph 6c of this article.
6. The following provisions apply to students with top entrepreneur status:
 - a. Schools have the obligation to make every reasonable effort to offer flexible education, including personalised agreements between the student and the relevant degree course. Arrangements that can be made are: alternative assignments or changes to timetables if the student is absent from mandatory lectures or misses exams, changes in the organisation and planning for group assignments, following tutorials/lectures with other groups, interning or partly interning in the student's own company provided their company ties in with their chosen specialisation, etc.
 - b. If possible, students can be supervised by a coach/mentor from the HAN Centre for Valorisation and Entrepreneurship or an external coach/mentor.
 - c. Students who are unable to pass the final assessment of their degree course within the performance-related grant period can apply for financial support from the HAN Financial Support Fund. They can apply through the student counsellor.
 - d. Students can use the available network locations or flexible workstations free of charge. They can request access through the top entrepreneur coordinator.
7. All actions resulting from the implementation of paragraph 6 of this article fall under the responsibility of the relevant degree course and are therefore primarily the responsibility of the student's study coach or senior study coach. If a student with top entrepreneur status requests non-standard facilities, the study coach or senior study coach will send the student's request to the dean / relevant School manager for approval. If the request relates to examinations and final assessment, the study coach will send the request to the board of examiners. The dean / relevant School manager and/or board of examiners makes a written decision regarding the student's request.
8. Each year, the top entrepreneur coordinator determines whether the student still qualifies for top entrepreneur status. The student takes the initiative for these meetings. The HAN top entrepreneur declaration is valid for one year of study.
9. In the case of problems stemming from the business activities, the degree course and/or student can contact the HAN top entrepreneur coordinator.

Article 5 Provision for tuition fees exemption for board activities

1. If a student is enrolled in a government-funded degree course and engages in full-time board or public interest activities, they can submit a request to the Executive Board for exemption from paying the statutory tuition fees for a period of one full academic year (maximum). The request must be submitted by 1 September of the relevant academic year and must meet the following criteria:
 - a. the student organisation where the activities take place is regarded as an approved student organisation according to the Financial Support Fund Scheme for Administrative Grants (appendix 5, part II of the Student Charter), and
 - b. the student organisation has at least 400 members who are enrolled as students at an institution for higher education, or in the case of a foundation, can show that the actual activities are for the benefit of at least 400 students who are enrolled at an institution of

³ <https://www1.han.nl/insite/studenten/panelnav.xml/hulp-ondersteuning-training/>

- higher education, or in the case of an umbrella organisation, has at least 4 members whose member organisations have a combined number of at least 400 members who are enrolled as students at an institution for higher education; and
- c. the student submits a task description demonstrating they have a board position that takes at least 40 hours a week.
2. During the entire academic year, the student may not follow any education or take any exams or final assessments at HAN or at any other government-funded educational institution.
 3. Within 20 days, the Executive Board will make a written decision concerning the request for exemption from paying the statutory tuition fees.
 4. A copy of the decision is sent to the dean of the degree course in which the student is enrolled.

Article 6 Entry into force

These regulations will enter into force on 1 September 2021.